

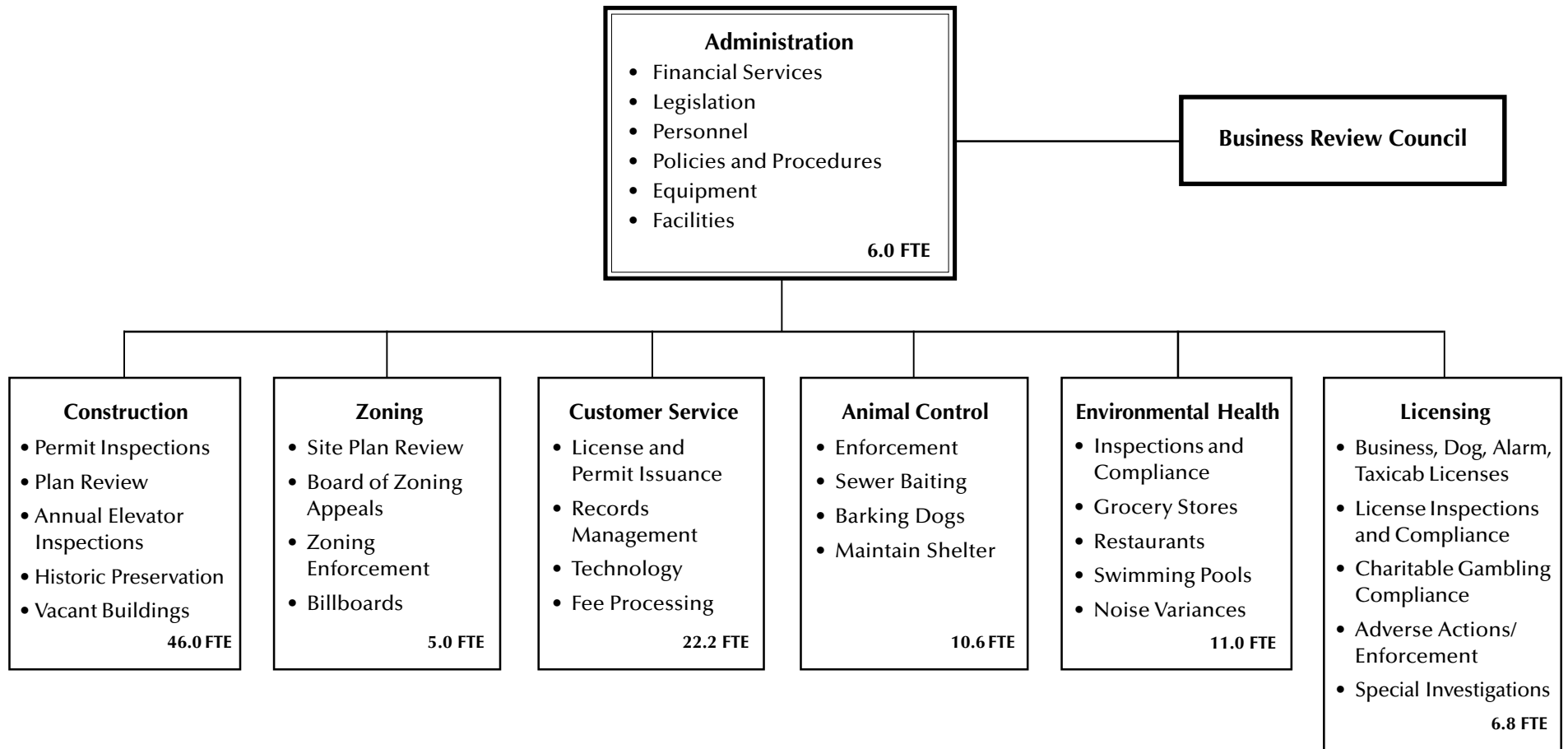
Office of License, Inspections and Environmental Protection

Mission Statement

To set a standard of excellence as a dynamic, and innovative organization that ensures public health and safety and consistently exceeds customer expectations.

License, Inspection, and Environmental Protection

(Total 107.6 FTEs)



Strategic Plan Accomplishments and 2004 Priorities

Major Accomplishments

- Fully implemented the City-State delegation agreement for grocery store inspections and the billboard sign programs in AMANDA. Rewrote the grocery store and restaurant license series to more accurately reflect the current business climate.
- Marketed our Internet services to contractors and citizens at contractor's meetings, Home Tours, Home Improvement Fairs and the State Fair. Added remaining eligible permits to the Internet. Provided more detailed information to our customers.
- Continued noise monitoring of the Gopher State Ethanol Plant. Worked to eliminate several nuisance businesses in an effort to make Saint Paul a more liveable City.
- Listed Food Establishments on the Food Security Alert Network.
- Placed a Police Officer in the Gambling Enforcement Program, providing assurance that charitable gambling profits go to help non-profits and the community they serve.
- Provided internships in both Plan Review and Historic Preservation.
- Proposed and drafted ordinance changes to allow alcohol service at sidewalk cafes other than downtown; and to allow lower license fees for animals that are spayed and neutered.
- Acted as advisor to the University of Minnesota and the Wilder Foundation on prototype for energy efficient, affordable housing.
- Provided computer expertise for the City's Emergency Management Team
- Provided same day inspections to keep projects moving. This benefits contractors, citizens and the general public.
- Absorbed the Zoning Activity into Special Fund 320 to help the General Fund adjust to state LGA cuts.

2004 Priorities

- Improve communications with contractors and the general public by providing the LIEP brochure in Spanish and possibly other languages.
- The Gambling Enforcement Program will fully assume the duties of the 10% Club. Gambling Enforcement will determine which non-profits qualify to receive funds according to state statute and City ordinances and will be responsible for the actual distribution of the funds.
- Fully implement the absorption of the Zoning activity into Special Fund 320, to further lessen dependence on the State LGA.
- Improve revenue streams and reduce dependence on use of special fund balances by implementing new user fees and/or fee increases necessary for revenue to fully cover the cost of the services provided.
- Use AMANDA as a tool to collaborate/partner with Fire and Code Enforcement; add Historic Preservation processes to AMANDA. Users may view inspection results, letters or comments associated with a location, saving time and cutting costs in the General Fund and Special Funds.
- Attempt to maintain same-day service to contractors in spite of reduced staffing.
- Support the University of Minnesota and Wilder Foundation's affordable housing program which is building its first dozen homes in Saint Paul.
- Continue our public education and outreach program to educate contractors and homeowners about construction code requirements. Being proactive results in fewer questions to answer; fewer violations to write, enforce, and reinspect; and fewer corrections. This conserves time and resources to the benefit of both the City and the customer.
- Work toward implementation of full reciprocity between jurisdictions for competency cards.
- Explore the use of administrative processes vs. criminal for citations.
- Train building inspectors to determine soundness of infrastructure in aftermath of terrorist attacks or other disasters.

Licence, Inspections and Environmental Protection

DEPARTMENT/OFFICE DIRECTOR: JANEEN ROSAS

	2001 2ND PRIOR EXP & ENC *	2002 LAST YEAR EXP & ENC *	2003 ADOPTED BUDGET	2004 MAYOR'S PROPOSED	2004 COUNCIL ADOPTED	ADOPTED CHANGE FROM MAYOR'S 2003 PROPOSED ADOPTED
<u>SPENDING APPROPRIATIONS</u>						
001 GENERAL FUND	1,383,024	1,267,412	1,267,186	735,975	735,975	531,211-
167 CHARITABLE GAMBLING ENFORCEMENT	317,385	322,488	426,983	375,000	375,176	51,807-
320 LICENSE INSPECTIONS & ENV PROTECT	8,250,099	8,671,901	9,199,179	9,603,780	9,627,640	428,461
TOTAL SPENDING BY UNIT	9,950,508	10,261,801	10,893,348	10,714,755	10,738,791	154,557-
<u>SPENDING BY MAJOR OBJECT</u>						
SALARIES	5,813,206	6,140,152	6,574,855	6,212,527	6,212,527	362,328-
EMPLOYER FRINGE BENEFITS	1,984,015	2,162,814	2,287,767	2,314,480	2,314,480	26,713
SERVICES	1,436,440	1,444,916	1,506,743	1,746,695	1,742,911	236,168
MATERIALS AND SUPPLIES	293,758	271,895	370,005	260,857	260,857	109,148-
MISC TRANSFER CONTINGENCY ETC	375,535	162,421	84,890	179,547	207,367	122,477
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EQUIPMENT LAND AND BUILDINGS	47,554	79,603	69,088	649	649	68,439-
TOTAL SPENDING BY OBJECT	9,950,508	10,261,801	10,893,348	10,714,755	10,738,791	154,557-
		3.1 %	6.2 %	1.6-%	.2 %	.2 % 1.4-%
<u>FINANCING BY MAJOR OBJECT</u>						
GENERAL FUND	1,383,024	1,267,412	1,267,186	735,975	735,975	531,211-
SPECIAL FUNDS						
TAXES						
LICENSES AND PERMITS	6,684,530	7,687,291	8,473,604	8,859,880	8,859,880	386,276
INTERGOVERNMENTAL REVENUE						
FEES, SALES AND SERVICES	869,226	1,133,371	1,049,000	1,211,421	1,211,421	162,421
ENTERPRISE AND UTILITY REVENUE						
MISCELLANEOUS REVENUE	60,214	56,435	34,000	34,000	34,000	
TRANSFERS	1,250	1,000	1,000	1,000	1,000	
FUND BALANCES			68,558	127,521-	103,485-	172,043-
TOTAL FINANCING BY OBJECT	8,998,244	10,145,509	10,893,348	10,714,755	10,738,791	154,557-
		12.7 %	7.4 %	1.6-%	.2 %	.2 % 1.4-%

Budget Explanation

Major Changes in Spending and Financing

Creating the 2004 Budget Base

The 2003 adopted budget was adjusted to set the budget base for the year 2004. The permanent budget reductions made in early 2003 to cope with cutbacks in the State's local government aid payments for 2003 and beyond were annualized for 2004 and reflected in the base budget. In particular, the base budget for each department reflects the "round 1" mid-year budget adjustments as adopted by the City Council, and the "round 2" adjustments as proposed by the Mayor and awaiting council action at the time the 2004 budget planning process began. The budget was increased for the anticipated growth in 2004 for salaries and fringes for staff related to the bargaining process. Employee benefit cost increases were projected and then considered in the process that distributes those total costs to the City departments' budgets through the budget system using the "fringe rate" process. Finally a spending cap was imposed on the department's adjusted general fund budget to help meet the announced cutbacks in the State's 2004 local government aid funding.

Mayor's Recommendations

The Mayor recommends a general fund budget for License, Inspection and Environmental Protection (LIEP) of \$735,975 which is a 41.9% decrease from the 2003 adopted general fund budget. LIEP's total proposed budget, including general and special funds is \$10,714,755.

In addition to the mid-year adjustments adopted in 2003, the 2004 budget recognizes savings in salary dollars by filling one vacancy with multiple part-time staff, designed to maintain the current level of animal control services and flexible service hours with reduced financial resources. The proposed budget includes increases in various permit and license fees in an effort to more fully cover actual costs. In addition, this budget reflects the department's share of city-wide budget savings related to the continuation of the hiring freeze into 2004, and a slight cutback in support costs.

Council Actions

The City Council adopted the License, Inspection and Environmental Protection office budget and recommendations as proposed by the Mayor, and approved the following changes as recommended by the Mayor :

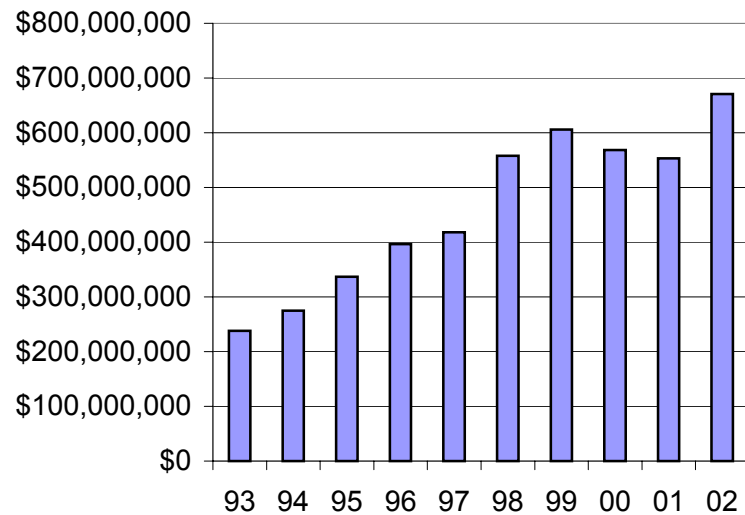
- technical corrections to reflect change in central service costs as a result of changes made in the Mayor's Proposed budget.

The City Council made these further changes:

- established council contingency spending to recover costs related to legislative hearings.

Construction in Saint Paul 1993 through 2002

**Construction Valuation in Saint Paul
1993-2002**



**Number of Permits Issued
1993-2002**

